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16 February 1959

MEMORANDUM FOR: All Administrative Officers and Time and Attendance Clerks

FROM : Chief, Fiscal Division

SUBJECT : Maintenance of Vouchered Funds Time and Attendance Reports, Related Payroll Documentation, and Distribution of Salary Checks

REFERENCE : Memorandum to all Administrative Officers and Time and Attendance Clerks, dated 12 December 1956

1. A change should be made to the instructions for the preparation of the time and attendance reports for holiday time entitlements for those employees assigned to irregular tours of duty other than Monday through Friday. Paragraph 3a(1)(a) of reference should be modified to read as follows:

"H/T": Record as holiday time the whole hours worked by the employee on a holiday which are within his regular tour of duty, not to exceed 8 hours. Show inclusive hours under "From and To" for all holiday time worked. Time worked by the employee outside of his regular tour of duty on a holiday shall be recorded as O/T. (For employees assigned to a work week other than Monday through Friday when neither of the non-work days is actually a Sunday, the first day off is in lieu of their Saturday and the second day off is in lieu of their Sunday. A holiday falling on their Sunday or on a non-work day designated as in lieu of their Sunday will be observed on the next work day as if it was a Monday.)

2. The above change means that the first day off (for individuals assigned to irregular tours of duty) will be considered in lieu of a Saturday unless the day off is in fact a Sunday, in which latter event, the day will be considered the same as a normal Sunday insofar as holiday benefits apply. Thus, an individual whose scheduled days off are Sunday and Monday (Sunday being a legal holiday) would be entitled to either a holiday on Tuesday or to holiday pay if required to work on Tuesday, since this is his first work day following the legal holiday.

3. This memorandum has been specifically directed to correct the instruction on the preparation of Form 20, Time and Attendance Report for employees paid from vouchered funds, but the principle outlined herein applies also to individuals paid from confidential funds and irregular tours of duty should be reported in accordance with this principle on Form 20a, when appropriate.

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